

## DEFENSE ADVERTISING PROTOCOL

After a Graduate Student's major advisor and committee approves an MS thesis or a PhD dissertation, the student schedules a public presentation, followed by an oral thesis or dissertation defense with questions from their advisory committee regarding the student's research, analysis and written presentation. The following protocol will assist the student with making reservations and advertising.

**DO NOT schedule your defense during faculty meetings on Tuesdays and Thursdays from 1:00 p.m. to 2:00 p.m. and please avoid the weekly (Friday) afternoon Life Science Seminar.**

**DEPARTMENT CHAIR NOTIFICATION:** Inform, via e-mail, the current Biology and Wildlife Chair (Diane Wagner: [diane.wagner@alaska.edu](mailto:diane.wagner@alaska.edu)) as soon as a time and location for your public defense is scheduled.

**FLYERS:** Display flyers (8 1/2" x 11") **2 weeks** in advance in MURIE, IRVI, WRRB, AHRB, Elvey and O'Neill; and any other buildings that may be appropriate. (Most people make about 10.) Send an electronic copy to [uaf-bw\\_dept@alaska.edu](mailto:uaf-bw_dept@alaska.edu), the CNSM Graduate Coordinator ([uaf-cnsm-grad@alaska.edu](mailto:uaf-cnsm-grad@alaska.edu)) and the Graduate School ([uaf-grad\\_school@alaska.edu](mailto:uaf-grad_school@alaska.edu))

### **IAB & BIOLOGY AND WILDLIFE WEB CALENDARS / IAB LIFE SCIENCE NEWS / UAF WEEKLY SCIENCE**

**CALENDAR:** To advertise electronically on the three calendars and Life Science News, one needs only to provide the information on the IAB website at <https://www.iab.uaf.edu/news/>. Your submission will be sent via email to those who schedule the various on-line calendars, Life Science News (yellow sheet), and the Weekly Science Calendar. Submit this information **at least 2 weeks in advance**, or earlier, as soon as a date and location is scheduled.

Include the following information in all advertising: **Defense Title. Type of Defense (e.g. M.S. Thesis or Ph.D. Dissertation). Presenter, Major Advisor, Time, Day, Date, Location and point of contact (phone and/or email).**

**ROOM SCHEDULING - DEFENSE:** Schedule enough time for set up and clean up when reserving a room. If audio/video conferencing is necessary to include all committee members, contact OIT (Office of Information Technology) at 450-8300 to schedule. It is advantageous to also schedule a practice time in the same venue a day or two in advance.

**ROOM SCHEDULING - POST DEFENSE:** You will also need to reserve a room immediately following the Q&A portion of the public presentation to meet with your committee for approximately 2-3 hours of post-presentation questioning.

Suggested defense sites (all with video conferencing available):

- Murie Auditorium-104, Murie 107, Murie 103/105
- Reichardt 202 Auditorium
- Schaible Auditorium
- O'Neill 201
- Irving 201

Suggested post-defense sites (all with video conferencing available):

- Murie Building conference rooms: 130, 230, 330
- O'Neill 305 or 307
- Reichardt 306 Spencer Library Conference Room

**Book your room through 25Live:** <https://25live.collegenet.com/pro/uaf#!/home/dash> Log in at the top right with your UA credentials, click the big blue Create an Event button, fill in the required information, search for the room name/number in the location search and hit reserve, then save at the bottom right when you're all finished. It will reload as a new page with a notification in the bottom left saying it's been submitted to be approved.